

September 1, 2016
8:30 A.M.
Newport, Oregon

The City of Newport Wayfinding Committee met on the above date in Conference Room B of the Newport City Hall. In attendance were committee chair Frank Geltner, committee members Linda Neigebauer, Robin Murphy, Mike Yost, and Nairne Dickey. Chuck Forinash and Mark Saelens did not attend. Also in attendance was Bob Fuller, city staff.

- I. Call to order
The meeting was called to order by Chair Geltner at 8:30 AM.
- II. Minutes from April 7, 2016 meeting were approved.
- III. On-going discussion of map creation.
 - a. At this time the committee discussed the issue of absenteeism. Neigebauer moved to recommend City Council amending the Wayfinding ordinance to allow for dismissal of a member who has missed three meetings during the calendar year. The motion passed on a unanimous voice vote. (NOTE: Oct. 6, 2016: Subsequent to today's meeting, staff contacted City Manager's Office and was advised this does not require amending the ordinance. This can be an internal committee policy and passing this motion shows intent and will be effective as of today's meeting date).
 - b. The committee had some questions regarding map creation and maintenance:
 - i. What is the budget for Wayfinding maps?
 - ii. Who is now the responsible party for creating and maintaining maps?
 - iii. Can mounting bolts that are covering essential information be relocated?
 - iv. How current are the stock overlays?
 - v. Staff will research and report next meeting on these items.
 - vi. Geltner suggested each committee member "adopt" signs in their area, and return next month with a report on the status of the sign, general condition, etc. He requested staff add columns to the "Map Locations" spreadsheet to note date of report, bolt arrangement, and format.
 - vii. A discussion ensued regarding the "You Are Here" indicator(s). Is the white circle with red dot the official indicator? Some are different. Need something non-intrusive, especially in areas where there are several icons squeezed into a small space. Also can committee members be allowed to apply the "You Are Here" symbols?

- viii. The committee assigned sign adoption responsibilities which will be noted on the Map Locations spreadsheet. Members are requested to bring a photo of each of “their” signs and bring to the next meeting.
- ix. A question arose: Is the sign process still involving Ken Spencer and Mike Eastman (per Mike, yes).
- x. The committee requested staff add a column “G” to the Map Installations spreadsheet noting “Disposition” to clarify which map locations have been removed from consideration by either City staff or committee consideration.
- xi. A discussion ensued regarding re-prioritizing installation locations; this will be reflected in the Map Installations and Updates spreadsheet of the workbook.

IV. Public comments: None

V. Committee comments: See above

VI. Next agenda: Bring photos and reports

VII. Adjourned at 9:40 AM. Next meeting will be Thursday, Oct. 6th at 8:30 AM.